

15 July 1968

MEMORANDUM FOR THE RECORD

SUBJECT: DDS Request for Action on Records Panel

25X1

1. After the DDS briefed the Deputy Directors about the Agency records storage problems, we returned to his office at about 4:00 p.m. 11 July 1968. Mr. Bannerman discussed the results of the briefing with [] made a phone call, and then he and I discussed the briefing.

2. Mr. Bannerman asked me to draft a directive establishing the Panel. He said he would receive the names of the members from the Deputies and pass them on to me next week. He asked that we determine the difference between a "Panel" and a "Board" as to which has greater authority and freedom of action.

3. Mr. Bannerman requested that we use a memo-type announcement from Col. White as opposed to creating a regulation or notice. In one paragraph he wants the names of the members. In another paragraph he wants us to give the responsibilities of the Board. He said we should use "Broad Terms of Reference" such as "Make Inquiries", "Recommend", and "Take Action".

4. He felt that the Board should be concerned with "reducing the volume of records", "control the origin of records", "avoid duplication", "seek and identify and report on new systems", and "conduct studies on indexing and retrieval of records".

5. Mr. Bannerman said we ought to mention that a report is due in 30 days on "how" the Panel plans to achieve its objectives. The requirement of quarterly reports on meeting the problem should be set forth. The letter should mention Col. White's desire to have a competent officer designated to clean up deposits at the Records Center.

6. Mr. Bannerman asked that we develop a draft of the proposed directive which he at first thought could be done in about one page. Also he wants redrafts of the earlier transmittal memos we developed for Col. White. These are to reflect the results of the briefing.

25X1

[]
CIA Records Administration Officer

CONFIDENTIAL

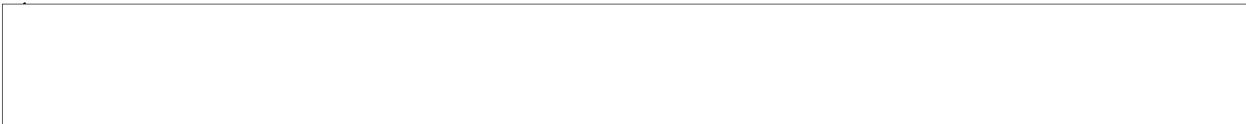
SECRET

BRIEFING NOTES

*Mr. AOS to brief DCI
Friday 5 Dec 1969*

1. Background and Problem

- a. The Records Center is full and we are not allowed to build.
- b. Temporary relief has been gained by storing 20,000 cubic feet of supplemental distribution in the Federal Records Center at Suitland, Maryland. Our agreement with the National Archives and Records Service of GSA for Suitland storage space expires December 31, 1970.
- c. The purge conducted during the past year resulted in a net gain of 4,000 cubic feet of storage space.
- d. Net growth at the Records Center averages about 6,500 cubic feet per year. We dispose of an average of 750 cubic feet per month in accordance with established records disposal schedules.
- e. At the end of November 1969 we had a total of 99,155 cubic feet of records in storage at and Suitland. 25X1
- f. An inventory of records held in Headquarters office space at the end of fiscal year 1969 showed 220,000 cubic feet of records on hand in offices.
- g. The Logistics Services Division destroys about 90,000 pounds of classified waste each week. Classified waste destroyed at NPIC averages about 13,500 pounds per week. The average weight of paper is about 30 pounds per cubic foot. This means we are destroying an average of 3,450 cubic feet of classified waste in the Headquarters area each week. Records Officers in the Headquarters area reported destroying 51,000 cubic feet of records during fiscal year 1969. This was in addition to the 18,000 purged from the Records Center.
- h. The Office of Computer Services uses about 16,000 boxes of computer paper per year; the Central Reference Service computer center uses about 570 boxes per year; the NPIC computer center uses about 4,100 boxes per year; and the RID computer center uses about 2,800 boxes per year. This represents a total of about 24,000 cubic feet of paper being used each year to produce computer printouts, which are usually reports of one sort or another.



SECRET

SECRET

c. We are conducting a study [] to determine the feasibility of installing electrically driven movable shelving to permit a significant compaction of the materials stored. (We estimate about a 40% gain in useable space). 25X1

d. We are conducting an inventory of microfilming equipment and applications in the Agency preliminary to studying the feasibility of converting to microforms selected categories of hardcopy documents presently stored at the Records Center.

e. We are evaluating space at [] and elsewhere presently under Agency control to see whether some categories of materials might be stored away from [] 25X1

f. We are developing a proposal to strengthen the overall Agency Records program; to change the focus from disposal to creation, maintenance and all other actions leading up to disposal.

g. We propose to transfer responsibility for Supplemental Distribution to DDI; and for Archives to the Historical Staff.

h. Vital Documents are being re-examined in connection with a re-evaluation of the total Emergency Planning Program.

SECRET

j. We maintain an inventory of 2,700 official forms and spend more than a quarter of a million dollars a year for external printing of fifty million copies. We have no count of the number of unofficial "bootleg" forms that exist in the Agency, but they are manifold.

k. There are more than 500 reproduction (copying) machines (xeros, thermofax, mimeograph, ditto, etc.) in the Headquarters area. We have no way of knowing how many extra copies of documents are reproduced by this equipment.

l. Library appendages of computer centers for the storage of magnetic tapes and equivalent media are growing rapidly and the overflow will soon have to be accommodated at the Records Center.

m. New systems under development and being conceived (EOI for example) will produce massive volumes of output in one form or another that will have to be stored and serviced.

n. The Records Management Program was decentralized in 1961. We do not have an Agency Program - we have several independent programs.

o. All attention focusses on disposal. We have to control creation.

p. The Records Program presently includes four major categories of material which, at the end of October 1969, totaled 99,155 cubic feet:

(1) Supplemental Distribution - 16,669
(Suitland - 15,587; - 1,082)

25X1

(2) Vital Documents - 9,127

(3) Inactive Records - 65,170

(4) Archives (including materials identified for Presidential Libraries) - 8,189

2. Action Being Taken

a. We have moved 20,000 cubic feet of supplemental distribution to the Federal Records Center at Suitland.

b. We are re-evaluating the Agency policy which requires that we store all our own records to determine whether we can use Federal Records Centers as other agencies in the Intelligence Community do.

SECRET